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Maintenance

**AUTOMATED WORK CONTROL DOCUMENT
PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements applicable provisions of Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*, and Air Force Materiel Command (AFMC) Instruction (AFMCI) 21-110, *Use of Technical Data in Organic Depot Maintenance*. It defines the AMARC policies and procedures for developing, tracking, scheduling, and maintaining work specifications and requirements and their associated work unit codes as incorporated on the automated AFMC Form 958/959, **Work Control Document**. It applies to the Aircraft Management (LA), Comptroller (FM) and Logistics (LG) Directorates.

SUMMARY OF CHANGES: This instruction updates office symbols, realigns instruction format, and changes the series. There are no major changes in policy and procedures.

1. Objective : The automated Work Control Document (WCD) system is designed to improve systems integrity while promoting increased productivity through accelerating changes in the WCD system. The goals are to improve productivity methods and reduce costs. Action will be taken to develop, implement, control and maintain the automated WCD within LA and LG.

2. Automated WCD:

2.1. The automated WCD, AFMCI 21-110 is used to:

2.1.1. Provide specific task specifications to LA and LG.

2.1.2. Provide an avenue to reflect completion of specific tasks.

2.1.3. Provide the documentation to accomplish the AMARC Production Acceptance Certification (PAC) Program.

2.1.4. Control productivity through event scheduling.

2.1.5. Control man-hour accountability through associated Production Control Card (PCC) inputs.

2.2. Input will be reflected in the Daily Production Count Report (D003BF08).

3. Production Control Card (PCC):

3.1. The PCC, a 4- by 7- inch pre-printed card, will be used to:

3.1.1. Report completed tasks by applicable Resource Control Centers (RCC) within LA and LG.

3.1.2. Reflect data and actual man-hours used to accomplish a task.

3.2. Input data will be reflected in the Daily Effectiveness and Utilization Detail Report (D003AI321), the D003BF08, and the Monthly Planning Factor Computation Report (D003BF221).

4. Implementation:

4.1. The Process In Division (LAI), Process In Support Branch (LAIA), Process Out Division (LAO), Process Out Support Branch (LAOA), and when applicable, the Reclamation Division (LAR), Reclamation Support Branch (LARS) schedulers will use the automated WCD, and the associated PCCs to schedule the required tasks based upon the applicable RCC's manpower available for the day. The schedulers will provide the first-level supervisor the proposed schedule on Maintenance Planning and Control Schedule, AMARC Form 31, **Maintenance Planning and Control Schedule**.

4.2. The RCC supervisor will assign the scheduled requirements to their respective technicians or mechanics for dispatch.

4.3. LAIA Job Controllers will monitor the flow of the maintenance schedule through LAIA and LAOA schedulers.

4.4. On completion of an assigned operation, the technicians or mechanics will complete the date and actual-hours portions of the PCC and turn it into the RCC supervisor or designated representative.

4.5. The RCC supervisor or designated individual will input the PCC data into the computer.

5. Responsibilities:

5.1. The LAIA, LAOA, and LARS Planners will:

5.1.1. Accomplish the automated WCD.

5.1.2. Input changes to the automated WCD as required.

5.1.3. Coordinate with the LAIA, LAOA, and all LARS Schedulers to schedule the training of the surrounded WCD package consisting of the AFMC Form 958/959 and the PCCs.

5.1.4. Distribute the automated WCD package to the schedulers except for the maintain-in package.

5.2. The LAIA, LAOA and LARS Schedulers will:

5.2.1. Schedule automated WCD tasks by event.

5.2.2. Daily visit the RCC work sites.

- 5.2.3. Distribute the automated WCD package to the applicable RCC first-level supervisors for scheduled work. When applicable, distribute only the PCCs to RCC supervisors.
- 5.2.4. Monitor completion of the work events.
- 5.2.5. Coordinate cancellation and rework action with the authorized approving authority.
- 5.2.6. Retrieve the maintain-in work package.
- 5.2.7. Process end-of-work transactions.
- 5.3. The RCC supervisor will:
 - 5.3.1. Assign scheduled PCC tasks to respective technicians or mechanics.
 - 5.3.2. Ensure completion of PCCs by assigned technicians or mechanics.
 - 5.3.3. Ensure technicians or mechanics who accomplished assigned tasks, sign-off on the AFMC Form 958/959.
 - 5.3.4. Ensure RCCs are able to access the computer system to input the PCCs.
- 5.4. The RCC supervisors will clear the WCD rejects assisted by:
 - 5.4.1. Comptroller Directorate (FM), Workload Division (FMW), or Depot Maintenance Activity Group (DMAG) for funding rejects.
 - 5.4.2. LAIA Management Analyst for work unit codes which are not loaded.
 - 5.4.3. Financial Services Division (FMF), Program Analyst for all others.

OFFICIAL

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